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**FINANCIAL STATEMENTS AND
INDEPENDENT ACCOUNTANT'S REPORT**

DAN E CIVELLO - CONSTABLE 5TH JUDICIAL COURT

DECEMBER 31, 2013

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date **FEB 25 2015**

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PAILET, MEUNIER and LeBLANC, L.L.P.

Certified Public Accountants
Management Consultants

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

The Honorable Dan E Civello
212 Atherton Drive
Metairie, LA

We have reviewed the accompanying financial statements of the business type activities and the aggregate remaining fund information of Dan E Civello - Constable 5th Judicial Court as of and for the year ended December 31, 2013, which collectively comprise Dan E Civello - Constable 5th Judicial Court's basic financial statements listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of Dan E Civello - Constable 5th Judicial Court. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

The management of Dan E Civello - Constable 5th Judicial Court is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, with the exception of the matter described in the following paragraphs, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

A statement of cash flows for the year ended December 31, 2013, has not been presented. Accounting principles generally accepted in the United States of America require that such a statement be presented when financial statements purport to present financial position and results of operations.

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Management has omitted the management's discussion and analysis information that is required to be presented for purposes of additional analysis. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Paillet, Meunier and LeBlanc, LLP

Metairie, Louisiana
June 23, 2014

DAN E CIVELLO - CONSTABLE 5TH JUDICIAL COURT
STATEMENT OF NET POSITION
DECEMBER 31, 2013

	<u>General Fund</u>	<u>Garnishment Fund</u>
ASSETS		
Current Assets		
Cash and Cash Equivalents	\$ 22,017	\$ 15,922
Total Current Assets	22,017	15,922
Property and Equipment, net of accumulated depreciation	<u>33,378</u>	<u>-</u>
Total Assets	<u>\$ 55,395</u>	<u>\$ 15,922</u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
American Express Card	\$ 7,154	\$ -
Garnishment Due to Others	<u>-</u>	<u>15,922</u>
Total Current Liabilities	7,154	15,922
Net Position		
Invested in Capital Assets	33,378	-
Unassigned Net Position	<u>14,863</u>	<u>-</u>
Total Net Position	<u>48,241</u>	<u>-</u>
Total Liabilities and Net Position	<u>\$ 55,395</u>	<u>\$ 15,922</u>

See accountant's report and notes to financial statements.

DAN E CIVELLO - CONSTABLE 5TH JUDICIAL COURT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2013

	General Fund	Garnishment Fund Activity
REVENUES		
State and Parish salary	\$ 20,013	\$ -
Fees, Fines and Charges for Services	188,340	-
Garnishments Collected	-	148,294
	<hr/>	<hr/>
Total Revenues	208,353	148,294
EXPENDITURES		
Fees Paid to Constable	97,518	-
Other Operating Expenses	59,194	-
Materials and Supplies	12,788	-
Depreciation	13,073	-
Garnishments paid to others	-	139,396
Staff Salaries and Related Benefits	20,971	8,898
	<hr/>	<hr/>
Total Disbursements	203,544	148,294
Changes in Net Position	4,809	-
Net Position as Restated - January 1, 2013	<hr/> 43,432	<hr/> -
Net Position - December 31, 2013	<hr/> <u>\$ 48,241</u>	<hr/> <u>\$ -</u>

See accountant's report and notes to financial statements.

DAN E CIVELLO - CONSTABLE 5TH JUDICIAL COURT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The Dan E Civello - Constable 5th Judicial Court (Constable 5th Judicial Court) assists with the duties of the Justice of the Peace. In addition to that, he serves citations ordered by the Justice of the Peace and acts as the enforcement officer of evictions and garnishments ordered by the Justice of the Peace Court.

Reporting Entity

For financial reporting purposes, the Constable 5th Judicial Court includes all funds, activities, etc., that are controlled by the Constable 5th Judicial Court as an independently elected parish official. There are no component units included or required to be included as part of the financial reporting entity. The Constable 5th Judicial Court is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursements of funds. The Constable 5th Judicial Court is financially independent. Accordingly, Constable 5th Judicial Court is a separate governmental reporting entity. Certain units of the local government, over which Constable 5th Judicial Court exercises no oversight responsibility; such as, the Parish Council, Parish School Board, or other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of Constable 5th Judicial Court.

Government-Wide Financial Statements

In the government-wide Statements of Net Position, the governmental activities are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations.

The government-wide Statements of Revenues, Expenditures and Changes in Net Position reports both the gross and net cost of each of Constable 5th Judicial Court's functions and activities. These functions are also supported by general government revenues (interest earned). The Statements of Revenues, Expenditures and Changes in Net Position reduces gross expenses (including depreciation) by related program revenues and operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants.

The net costs (by function) are normally covered by general revenue (interest earned, etc). This government-wide focus is more on the sustainability of Constable 5th Judicial Court as an entity and the change in Constable 5th Judicial Court's net position resulting from the current year's activities.

DAN E CIVELLO - CONSTABLE 5TH JUDICIAL COURT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation

The accompanying basic financial statements of Constable 5th Judicial Court have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements and Management's Discussion and Analysis – for State and Local Governments*, issued in June 1999.

Revenues

Revenues from charges for services are recorded when earned. Expenditure-driven grants are recorded when the reimbursable expenditure has been incurred. Interest earnings are recorded when the investments have matured and the interest is available.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. Cash and cash equivalents totaling \$37,939 are comprised of \$22,017 in the regular checking account and \$15,922 in the garnishment fund checking account.

Property and Equipment

Property, plant and equipment is stated at cost. For financial reporting purposes, the Company provides depreciation for its property and equipment at cost and records depreciation using a straight-line method over a five-year estimated life.

Expenditures for maintenance and repairs are charged to expense as incurred.

DAN E CIVELLO - CONSTABLE 5TH JUDICIAL COURT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Unassigned Net Position

For government-wide statement of net position, net position is reported as restricted when constraints placed on the position are either:

1. externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; or
2. imposed by law through constitutional provisions or enabling legislation.

2. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2013, are as follows:

Buildings, Equipment, Furniture & Fixtures	\$ 73,874
Accumulated Depreciation	<u>40,496</u>
Net Property and Equipment	<u>\$ 33,378</u>
 Depreciation Expense	 <u>\$ 13,073</u>

3. NET POSITION

While the Constable has not established a policy for its use of unassigned fund balance, it does consider a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Committed amounts would be reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unassigned fund balance classifications could be used.

The Constable's net position is classified and displayed in two categories:

1. Invested in capital assets, (net) consists of capital assets net of accumulated depreciation and net of capital related debt.
2. Unassigned net position are all other net positions that do not meet the definition of "restricted" or "invested in capital assets." This classification represents fund balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

4. NET POSITION - JANUARY 1, 2013 RESTATED

The omission of property and equipment in the previous year's financial statements represents a prior period accounting error which must be accounted for retrospectively in the financial statements. Consequently, the Constable shall adjust all comparative amounts presented in the current period's financial statements affected by the accounting error. The beginning net position was restated to include property and equipment that was not included in the December 31, 2012 financial statements. This caused the beginning net position for 2013 to be \$43,432 instead of \$18,085, a change of \$25,347. The

DAN E CIVELLO - CONSTABLE 5TH JUDICIAL COURT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2013

following schedule provides the details of these changes:

	General Fund
Property and Equipment, net of accumulated depreciation (P&E Net)	
As originally reported at December 31, 2012	\$ 0
Prior period adjustment for restatement of P&E Net	<u>25,347</u>
Restated balance as of December 31, 2012	<u>\$ 25,347</u>
Net Position	
Invested in Capital Assets	
As originally reported at December 31, 2012	\$ 0
Prior period adjustment for restatement of P&E Net)	<u>25,347</u>
Restated balance as of December 31, 2012	<u>\$ 25,347</u>
Unassigned Net Position at December 31, 2012	<u>\$ 18,085</u>
Restated Net Position as of December 31, 2012	<u>\$ 43,432</u>

5. SUBSEQUENT EVENTS

FASB Accounting Standards Codification Topic 855, "Subsequent Events" addresses events which occur after the net position date but before the issuance of financial statements. An entity must record the effects of subsequent events that provide evidence about conditions that existed at the net position date and must disclose but not record the effects of subsequent events which provide evidence about conditions that existed after the net position date. Additionally, Topic 855 requires disclosure relative to the date through which subsequent events have been evaluated and whether that is the date on which the financial statements were issued or were available to be issued. Management evaluated the activity of Constable 5th Judicial Court through June 23, 2014, the date the financial statements were issued, and concluded that no subsequent events have occurred that would require recognition in the Financial Statements or disclosure in the Notes to the Financial Statements.

PAILET, MEUNIER and LeBLANC, L.L.P.

Certified Public Accountants
Management Consultants

Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Constable, 5th Judicial Court

We have performed the procedures included in the Louisiana Government Audit Guide and, enumerated below, which were agreed to by the Constable, 5th Judicial Court and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Constable, 5th Judicial Court's compliance with certain laws and regulations during the fiscal year ended December 31, 2013 included in the accompanying Louisiana Attestation Questionnaire. Management is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$150,000, and determine whether such purchases were made in accordance with R.S. 38:2211-2296 (the public bid law) or R.S. 39:1551-39:1775 (the state procurement code), whichever is applicable.

There were no transactions that met these criteria. Therefore, this procedure is not applicable.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

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4. Determine whether any of those employees included in the listing obtained from management in agreed-upon Procedure 3 were also included on the listing obtained from management in agreed-upon Procedure 2 as immediate family members.

None of the employees included on the list of employees provided by management in agreed-upon Procedure 3 appeared on the list provided by management in agreed-upon Procedure 2.

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.

There is no budget required for Constable, 5th Judicial Court, therefore this procedure is not applicable.

6. Trace the budget adoption and amendments to the minute book.

There is no budget required for Constable, 5th Judicial Court, therefore this procedure is not applicable.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more, or if actual expenditures exceed budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures to determine if actual expenditures exceed budgeted amounts by 10% or more per category or 5% or more in total).

There is no budget required for Constable, 5th Judicial Court, therefore this procedure is not applicable.

Accounting and Reporting

8. Randomly select six disbursements made during the period under examination and:

- (a) Trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) Determine if payments were properly coded to the correct fund and general ledger account; and

We examined supporting documentation for each of the six selected disbursements and found that each payment was properly coded to the correct fund and general ledger account.

- (c) Determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the accountant and the Constable.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law).

The Constable, 5th Judicial Court does not hold closed door meetings, therefore this procedure is not applicable.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees that may constitute bonuses, advance, or gifts.

There were no minutes for the year as the Constable, 5th Judicial Court is not required to hold meetings of that nature. We inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

Prior Comments and Recommendations

A review/attestation report was not prepared for the previous year, and therefore there were no prior comments or recommendations.

We were not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Constable, 5th Judicial Court and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Paillet, Meunier and LeBlanc, LLP

Metairie, Louisiana
June 23, 2014